




City of Milpitas

Engineering Division

455 E. Calaveras Boulevard, Milpitas CA 95035

To: Potential Bidders

Project Name/No. Storm Pump Station Improvements "Re-roof", Project No. 8188 & 8162

From: Fariborz Heydari, Project Manager 

Date: September 17, 2010

Subject: Checklist for Common Bidding Errors

The following is a list of areas to avoid common bidding errors on City projects. This checklist is for your convenience only, you are reminded to read and follow Section B - "Instruction to Bidders", in the contract documents:

- ☐ Provide complete information on bid forms and be sure forms are completely filled out;
- ☐ Provide contractor's license number on required form;
- ☐ Enclose bid bond (total base bid);
- ☐ Be sure unit costs are written out on bid schedule;
- ☐ Acknowledge addenda and include it with bid **(One addendum has been issued to date, 9/17/10);**
- ☐ Sign bid forms;
- ☐ Assign compensations in accordance with bid proposals-don't unbalance bids;
- ☐ List subcontractors & percentage of total contract completely.